

**TIME SHEETS AND RECORDING OF HOURS WORKED****SECTION 3.03****Effective Date: May 19, 2016****Approved By: Governing Board** 

All employees shall record the information requested on the agency time card or electronic time sheet accurately. The method of accomplishing this shall be the use of time clocks. Each employee is provided with a time card or information to use the electronic timekeeping system. Employees must utilize the time clock fingerprinting whenever possible. You must clock in and out anytime that you arrive at work, take lunch breaks, or leave for the day. Employees recording time for other than them will be subject to disciplinary action. It shall be the responsibility of the Fiscal Department to correctly interpret the information as it pertains to exempt and nonexempt status and other questions, which may arise.

Supervisory staff shall review time cards or time sheets carefully to determine that the information is accurate to the best of their knowledge and then to approve them by signing or clicking on the approve button. Supervisors are responsible for submitting time cards or time sheets to the Fiscal Department no later than noon of each Monday.